



Policy: 4050
Procedure: 4050.02
Chapter: Secure Facilities
Rule: Head Counts

Effective: 01/31/2006
Replaces: 4050.02
Dated: 01/06/1993

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Purpose:

Arizona Department of Juvenile Correction (ADJC) shall establish and maintain a count system in secure facilities to ensure continuous accountability of all juveniles within the secure facility.

Rules:

1. **Head Counts:**

- a. **EMPLOYEES** shall:
 - i. Continuously account for each juvenile under their supervision;
 - ii. Document juvenile locations by conducting:
 - (1) Hourly headcounts; and
 - (2) Facility head counts.
 - iii. Record hourly head counts:
 - (1) On Form 4410.06A Education Attendance Sheet while in education; or
 - (2) On Form 4050.02A Housing Unit Count Sheet at all other times; and
 - (3) In the Housing Unit Log Book if in the housing unit.
 - iv. Record facility head counts:
 - (1) On form 4410.06A Education Attendance Sheet while in education; or
 - (2) In the Housing Unit Log Book at all other times.
 - v. Report facility head counts to Security Dispatch via radio or telephone

2. **Facility Head Counts:**

- a. **SECURITY DISPATCH EMPLOYEES** shall:
 - i. Call for juvenile movement to stop and head counts be called in to Security Dispatch at the following times:
 - (1) 0700 hrs;
 - (2) 1200 hrs;
 - (3) 1700 hrs;
 - (4) Each hour from 1800 hrs to 0600 hrs; and
 - (5) Any time for cause as determined by the Security Officer in Charge (OIC).
 - ii. Balance reported head counts and juvenile movements against the prior facility head count;
 - iii. Notify the OIC if the correct facility head count cannot be confirmed; and
 - iv. Record in the Dispatch Log Book:
 - (1) Time count called;
 - (2) Time count confirmed;
 - (3) Total on site count;
 - (4) Total assigned count;
 - (5) Out counts;
 - (6) Time recount called; and
 - (7) Time recount cleared.
- b. When notified of a discrepancy in the facility head count the **OIC** shall:
 - i. Continue to restrict juvenile movement until the correct facility head count is confirmed;
 - ii. Review reported head counts to confirm a discrepancy exists;
 - iii. Order a recount from each reporting location where a discrepancy exists;
 - iv. Dispatch security officers to reporting areas to assist in the count process; and

Procedure No. 4050.02 Head Counts

Page 2 of 2

- v. Notify the ranking security supervisor and Superintendent if the count is not confirmed after two counts are conducted.
- c. When notified that the facility head count cannot be confirmed following two counts, the **FACILITY SUPERINTENDENT OR DESIGNEE** shall initiate [Procedure 4079.01 Escape or Apprehension of a Juvenile.](#)

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By::
02/10/06	James A. Hillyard		